Position: Association Manager

Reports To: Cleveland Ohio USBC Board

Status: Exempt/Salary

Salary Range: $25,000 - $35,000

Schedule: Hybrid Work Schedule

Position Summary:

The Association Manager is responsible for overseeing the day-to-day operations of the association. This role provides administrative support, coordinates services required to ensure compliance with USBC bylaws and policies, and helps maintain effective communication across the organization. The position may require working evenings and weekends as needed to support association activities and events.

The Association Manager is hired by and reports directly to the Board. The Board may allocate additional human and financial resources on a task-specific basis as necessary to support the responsibilities of the role.

Position Responsibilities:

Administrative

- Oversees the operations of the association
- Returns phone calls, e-mails and inquiries in a timely manner
- Serves as a resource to centers, league secretaries and bowlers
- Manages and oversees all association correspondence
- Submits reports to USBC Headquarters as required and/or requested
- Attends all association meetings, maintains accurate meeting minutes which will distributed within one week of the meeting, and coordinates committee reports for Board meetings

Finances

- Collaborates with the Executive Committee to develop the annual budget for Board approval
- Prepares and submits written financial reports for all Board and association meetings
- Submits a written, audited year-end financial report
- Provides necessary documentation to the accountant to ensure taxes are filed in a timely manner
- Deposits cash and checks on a weekly basis

Awards

- Oversees the Awards Committee / volunteers in the processing and distribution of awards to association representatives/centers

Processing

- Oversees membership processing and submits required information to USBC Headquarters
- Maintains accurate season-end average records

Tournaments

- Collaborates with the Tournament Committee to coordinate association tournaments
- Maintains tournament calendars and schedules
- Oversees tournament directors
- Certifies all tournaments with USBC
- Processes and verifies tournament entries
- Deposits tournament fees on a weekly basis
- Verifies results, maintains accurate records, publishes results and submits tournament scores to USBC Headquarters as applicable
- Oversees the payout of tournament prizes
- The Association Manager will be required to work daily onsite two weeks prior to a scheduled tournament.

Perform other duties as prescribed by the Board, USBC Bylaws, USBC Association Policy Manual and the association's operations manual as applicable.

Required Skills and Abilities:

- High school diploma or GED
- Must be a minimum of 18 years old and USBC bondable
- Knowledge of bowling, including USBC membership and rules
- Strong time management and organizational skills
- Excellent communication and customer service skills (oral and written)
- Proficiency in basic computer applications, including Microsoft Word and Excel
- Must comply with the requirements of USBC's Registered Volunteer Program throughout the course of employment
- Experience with WinLABS preferred but not required

Physical Requirement:

- Lifting boxes of supplies, stooping and sitting for periods of time

Supervisory Responsibilities:

- Oversee volunteers who are working in the office or at tournaments

Travel Requirements:

- Some travel within state and out of state may be required

Application deadline is December 15, 2026. Interested parties should send a resume, application and cover letter to:

Cleveland Ohio USBC
14950 Snow Road
Suite 100
Brook Park, Ohio 44142
ATTN: Shelley Kazimore, Association President